

Open: 06/13/05 - 8:30 AM

Close: 06/23/05 – 5:00 PM



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



CONSTRUCTION MANAGER

\$49,946.02 - \$80,666.57 ANNUALLY

DESCRIPTION OF DUTIES: This is an advanced professional and administrative position involving management of design, construction, inspection, and renovation of City buildings and associated facilities. An employee in this class is responsible for monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction including new and renovation projects. Responsibilities include the management of several projects simultaneously in various phases of development including planning, coordinating with neighborhood/community groups, consultant selection, project and design management, review and coordination of contracts, and overseeing the preparation of construction documents, permitting and coordination of all proposed/required improvements, inspection and warranty administration by the City's Consultants and Contractors. The position involves the production of reports and commission memoranda as well as the management of project budgets, including review and approval of invoices, applications for payments, requests for change orders, schedules and funding. The applicant must be able to exercise considerable independent judgment in the application of principles and practices of planning, design, and construction. General supervision is received from a professional and administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives periodically during the construction process.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelors degree in architecture, engineering, construction management, or closely related field. Three (3) years full-time verifiable experience in the management of major construction projects. Experience can substitute for education on a year for year basis.

DESIRES: Experience in the inspection of construction projects, project tracking and construction costs estimates. Experience in project budgeting and preparation of reports on the status of construction projects. Additional training in engineering, architecture, or construction field.

Send **2** Detailed Resumes
by close date to:

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
jobs@miamibeachfl.gov

CLASS NO: **1551**
UC NO: **0553UO**

NO FAX ACCEPTED

ATTENTION: CONSMGR-ANN

EOE/AA/ADA/VET PREF PER FL LAW